



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY **Internal and External Notification**

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: 4-H Program Assistant FY 15-73 (30 hours per week)

DEPARTMENT: County Extension Office

ENTRY SALARY: \$8.33 – per hour, plus benefits (Part-Time)

PAY GRADE: 3

REQUIREMENTS: Perform work with the County Extension Agent in planning, developing, and conducting one of several county-sponsored program. Performs duties necessary to assist the County Extension Agent in the day-to-day operation of programs. Work includes responsible, supervisory, paraprofessional work and involves supervision of tasks in connection to 4-H educational programs. Employee must exhibit qualities of independent judgment, with performance of work under general supervision. Employee must be able to relate effectively to young people and adults. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

MINIMUM QUALIFICATIONS: High school diploma or GED with vocational or technical school training in business, secretarial science or related field and a minimum of one year experience performing general office and clerical tasks; any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

DEADLINE FOR APPLICATIONS: 5:00 PM – April 29, 2015

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655.

POSTED: 04/16/2015